

MVAC MEETING MINUTES AUGUST 8, 2001

The meeting was held on August 8, 2001 at State Fleet Management. The meeting was started at 9:03 a.m., by Ken Schuler. Attendance was taken on the sign in sheet at the door.

Introductions were done around the room.

The meeting will follow the new agenda outline done by Dave Monson.

Presentation by Brian McPherson – Decals, Inc.

Decals, Inc. currently does the graphics for the CSP. They are set up to do every type of decal the State would require. They will do the application and removal of decals on vehicles. There are several different vinyl and color choices available. There are permanent, removable and temporary adhesives. They all have the 3M warranty.

NEW AGENDA OUTLINE

Accidents - A cost summary was handed out (see attached). The State fault was high. Need to make sure drivers are more careful, do not follow as close and slow down. There was a question as to whether there is disciplinary action taken if a driver is involved in an accident?

SFM indicated that it is left up to the department as to the corrective action. SFM asks for a response. SFM runs a DMV for a driver of an accident.

Defensive driving classes are given at the department level.

Regarding recent accidents with 15-passenger vans the majority of causes are:

- The majority of these vans are overloaded and have roof racks.
- Inexperienced or untrained drivers.
- Hours spent awake and behind the wheel are too long. The driver starts to fall asleep and tends to jerk the wheel in a fully loaded van, rollover is very possible.

The question was raised: For the agencies that run 15 passenger vans, do you train potential drivers before sending them out?

CU and UNC both give some form of training.

Would it be practical for Fleet to come out with a policy on vans? The 15-passenger van requires a regular license. A 16-passenger van requires a commercial license. Should we adopt some of the commercial rules? Example: the 15-hour rule.

SFM requested agencies that use 15-passenger vans to send their policy to Fleet to look at. SFM could then compile and distribute policies to other agencies.

Education of the driver is the most important factor when using these vans.

Is there a policy on who is able to drive a State vehicle? Yes, they have to be a State employee with a valid Drivers License. Can students drive a State vehicle? Yes, if they are being paid by the State on official business.

CARS – Information System

There will be a new version of CARS out soon. SFM has updated the rates for FY 02 in CARS.

- Decision Item on web enabling CARS.
- Trying to purchase motor pool software (automate reservations/scheduling).
- Year-end usage reports are being programmed.
- GASB 34 – change how revenue is reported and track billing to an agency.
- 368 users on CARS.

Voyager

Fleet will be putting a bid out for the fuel card. The current bid expires February 1, 2002. The two main vendors are Voyager and Wright Express. If there are any issues or concerns regarding the fuel card, please forward these to Fleet.

Chevron is still not handling federal tax exemption. We encourage everyone to avoid using Chevron if possible.

JBC/OSPB

The decision items were sent in and have gone to the OSPB to look at.

Preventive Maintenance

Recalls – Ford's regional manager said they are working on replacing the fuel pumps in the 2000 Taurus. Fleet has 140 of these vehicles.

Will some of these fuel pumps be sent to Colorado Springs? When Ford knows the pump will cure the problem, they will distribute the pumps to various stations around the State.

When the manufacturer sends Fleet a recall notice, Fleet enters this into CARS and forwards the recall notice to the vehicle coordinator. The vehicle coordinators then

forwards, this to the driver who will need to get the repairs done and have the dealer sign the letter. The driver will then return the notice to the vehicle coordinator, who will send it back to Fleet. SFM will review the process, as there still seems to be issues of verifying work done.

Seasonal Issues

There needs to be a committee formed on issues regarding seasonal alternatives and how to deal with seasonal vehicles. The agencies with the biggest seasonal needs are CDOT, PARKS and DOHE. The demand for seasonal vehicles is greater than the supply. There is also the issue of funding for seasonal vehicles.

Vehicle Coordinator Handbook

The Vehicle Coordinator Handbook is at Design Center for printing. Fleet will continuously update and send changes out.

New Business

Vehicle Specs are together for FY 02 vehicles. With fuel prices going up there are concerns with vehicle choices. How do we get an agency into a more fuel-efficient vehicle that will meet their needs? Alternatives may include all wheel drive vehicles instead of 4x4 off road trucks and short bed pickups instead of long bed heavy-duty pickups etc.

MVAC meeting adjourned at 10:30 a.m.

The next MVAC meeting is September 12, 2001.

DEPARTMENT OF REVENUE MEETING

This was a separate meeting held for those interested agencies. Meeting from 10:30 to 12:30 p.m.

Diane Primavera, Geri Jacquez – State Renewals, Irene Gutierrez – plates for State and Mary Tuttle – Titles & Registrations.

Revenue now has telephone access for everyone in this section.

Geri Jacquez – Registrations Procedures

- After hours run the State renewals for the month. (3-6 hours)
- Manually fold and put into envelopes to send out.
- The renewals are sent to the last agency and address they have on record.
- The agency receiving the renewal then looks it over, signs the form and returns it to DOR with proper emissions if needed. If there are any corrections, write them

on the renewal and send back. If you no longer have this vehicle, please forward the renewal to Fleet.

- DOR will then process the renewal and send out the registration and tags.

Permanent plating is in the process for State vehicles. This would alleviate annual registration. Revenue would need updates on vehicles sold and address changes.

Legislature passed a two-year registration on passenger vehicles and light trucks (01/02). This is not a requirement.

The registration total for Fleet and Department owned vehicles is approximately 10,000.

Some suggestions that were brought up include, have a person from DOR at Fleet; renewal on a web site that each agency can pull and send back to DOR.

Irene will check if registrations can be put on the web. Parks does their boat registrations on line.

Changes of address are not being done when a vehicle is reassigned. The agency can send a spreadsheet to DOR on the vehicles it needs to change the mailing address, physical address and the legal address.

Common month registrations can be done per agency.

DOHS does not use the Declaration Page. At the end of the month, he checks his database for emissions and registrations. The registrations that are due are taken to DOR with address changes.

Mary Tuttle – DOR

DOR is working on a process that will automate 80% of the renewal registrations. If the vehicle is current on emissions and insurance, the systems will generate the tags and the registration, they will be mailed out. It is important that DOR have the correct address for the vehicle. If emissions are required, the automated registration process will not automatically generate the tags and registration, a declaration page will be sent.

DOR will give an update on the automated registration process at the next MVAC meeting.